



CALIFORNIA PRISON INDUSTRY AUTHORITY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON INDUSTRY AUTHORITY	RELEASE DATE:	Tuesday, June 10, 2014
POSITION TITLE:	Assistant General Manager - Chief, Administrative Officer	FINAL FILING DATE:	Wednesday, June 25, 2014
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 8,874.00 / Month	BULLETIN ID:	06092014_3

POSITION DESCRIPTION

Under the general direction of the General Manager, the Assistant General Manager (AGM) - Chief, Administrative Officer of the Administration Division is responsible for directing, through subordinate managers, all administrative functions of the California Prison Industry Authority. The AGM, Administration Division functions as a key policy advisor to the General Manager on all administrative matters and their related program impact.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Your Statement of Qualifications must specifically address each Desirable Qualification listed below. Number each response in the same order as listed and provide specific examples of your background, qualifications and experiences. Candidates failing to follow these instructions will be eliminated from the examination process.

1. Demonstrated managerial experience developing administrative functions such as delegated

procurement, contract services, human resources, strategic planning, management information systems and project management.

2. Demonstrated managerial experience reviewing internal processes, identifying deficiencies, and recommending/implementing improvements.
3. Demonstrated managerial experience developing and maintaining a strategic business plan.
4. Demonstrated experience establishing and maintaining cooperative working relationships with all levels in various government and public organizations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant General Manager - Chief, Administrative Officer**, with the **CALIFORNIA PRISON INDUSTRY AUTHORITY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

This examination will consist of a review of each candidate's application and Statement of Qualifications (SOQs). A screening committee will evaluate each candidate's experience as it relates to the "Desirable Qualifications" listed and the SOQ will serve as documentation of each candidate's ability to present information clearly and concisely in writing. Hiring interviews may be conducted, with the most qualified applicants, if the General Manager finds them necessary to make a selection.

FILING INSTRUCTIONS

Candidates that fail to submit a Statement of Qualifications and/or fail to address and number each Desirable Qualification response will be disqualified in the examination process.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. No smaller than size 10 font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON INDUSTRY AUTHORITY, Examination Unit
560 East Natoma Street, Folsom, CA 95630
Cindy Brooks | 916 358-2696 | cindy.brooks@calpia.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application package, you must do so between the hours of 8:00

a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date. Application packages postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Faxed or electronically sent applications are not accepted. If you have any questions in regards to this CEA Exam Bulletin please call (916) 358-2696.

Any candidate applying as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their application package.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON INDUSTRY AUTHORITY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)